
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

TO: Assessing Officials and Vendors

FROM: Barry Wood, Assessment Division Director

RE: Cyclical Reassessment Monthly Status Report

DATE: July 24, 2014

Over the past several years, through the efforts and hard work of local officials, all counties in the state have returned to on-time property tax billing. To maintain this statutory timeframe, the Department of Local Government Finance (“Department”) will continue to keep on-time billing as its top priority. As part of the “cyclical reassessment,” on-time billing hinges on timely completion. The Department is releasing a tool to assist local officials in preserving the success achieved in recent years by completing an on-time reassessment.

Per Indiana Code 6-1.1-4-31 (a) – see below, the Department will begin implementing a monthly status report effective August 1, 2014. The template for the report is attached. The purpose of this monthly status report is to ensure counties are meeting the statutory benchmarks for completion of the cyclical reassessment (Indiana Code 6-1.1-4-4.2 (c) and Indiana Code 6-1.1-4-21.4 (a) – as amended by SEA 420-2014, see below), as well as to provide assessing officials the opportunity to report issues. Per IC 6-1.1-4-21.4 (a), the appraisal of one-third (1/3) of the parcels shall be completed before **August 1, 2014**. The appraisal of two-thirds (2/3) of the parcels shall be completed before **November 1, 2014**. The appraisal of all the parcels shall be completed before **January 1, 2015**. If a county assessor employs a professional appraiser or a professional appraisal firm to make real property appraisals of a group of parcels under a county's reassessment plan, the professional appraiser or appraisal firm must file appraisal reports with the county assessor by the dates set forth in subsection (a).

The information provided in the monthly report will also be used to update two (2) General Reassessment Status Maps – one (1) for the parcel review process and the other for the data review process. The Department considers the completion of a parcel review to include both the physical inspection and the corresponding data entry and update of the parcel characteristics in the CAMA system. Therefore, both maps designate timeliness based on the statutory benchmarks.

The data review process map should reflect the percent complete of all of the parcels. (For example, if a county has reviewed 50% of the parcels and has entered 100% of the data, the map would show 50% complete rather than 100% complete. If the county had completed 50% of the data entry for those same parcels, then the map would indicate 25% of all parcels had been data

entered). The status maps will be accessible on the Department's website at <http://www.in.gov/dlgf/6827.htm?WT.ac=statusmap>.

The Department will send out the monthly status report template on the first of each month, and it should be returned to your Assessment Field Representative by the 10th of each month, beginning August 10. If your county has contracted out with a vendor to complete the reassessment work, the vendor may complete the report on your behalf and send it directly to the Assessment Field Representative, copying you on the e-mailed response. The assessor is ultimately responsible for the completion of the reassessment work and the accurate reporting of the county's progress.

SECTION 8. IC 6-1.1-4-4.2, AS ADDED BY P.L.112-2012, SECTION 2, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2014]: Sec. 4.2. (a) The county assessor of each county shall, before July 1, 2013, and before **July May** 1 of every fourth year thereafter, prepare and submit to the department of local government finance a reassessment plan for the county.

The following apply to a reassessment plan prepared and submitted under this section:

- (1) The reassessment plan is subject to approval by the department of local government finance. The department of local government finance shall complete its review and approval of the reassessment plan before:
 - (A) **March 1, 2015; and**
 - (B) **January 1** of ~~the each subsequent year following the~~ **that follows a year** in which the reassessment plan is submitted by the county.
- (2) The department of local government finance shall determine the classes of real property to be used for purposes of this section.
- (3) Except as provided in subsection (b), the reassessment plan must divide all parcels of real property in the county into four (4) different groups of parcels. Each group of parcels must contain approximately twenty-five percent (25%) of the parcels within each class of real property in the county.
- (4) Except as provided in subsection (b), all real property in each group of parcels shall be reassessed under the county's reassessment plan once during each four (4) year cycle.
- (5) The reassessment of a group of parcels in a particular class of real property shall begin on **July May** 1 of a year.
- (6) The reassessment of parcels:
 - (A) must include a physical inspection of each parcel of real property in the group of parcels that is being reassessed; and
 - (B) shall be completed on or before ~~March~~ **January** 1 of the year after the year in which the reassessment of the group of parcels begins.
- (7) For real property included in a group of parcels that is reassessed, the reassessment is the basis for taxes payable in the year following the year in which the reassessment is to be completed.
- (8) The reassessment plan must specify the dates by which the assessor must submit land values under section 13.6 of this chapter to the county property tax assessment board of appeals.
- (9) Subject to review and approval by the department of local government finance, the county assessor may modify the reassessment plan.

- (b) A county may submit a reassessment plan that provides for reassessing more than twenty-five percent (25%) of all parcels of real property in the county in a particular year. A plan may provide that all parcels are to be reassessed in one (1) year. However, a plan must cover a four (4) year period. All real property in each group of parcels shall be reassessed under the county's reassessment plan once during each reassessment cycle.
- (c) The reassessment of the first group of parcels under a county's reassessment plan shall begin on July 1, 2014, and shall be completed on or before ~~March~~ **January** 1, 2015.
- (d) The department of local government finance may adopt rules to govern the reassessment of property under county reassessment plans.

SECTION 12. IC 6-1.1-4-21.4, AS ADDED BY P.L.112-2012, SECTION 15, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2014]: Sec. 21.4. (a) The appraisals of the parcels in a group under a county's reassessment plan prepared under section 4.2 of this chapter that are subject to taxation must be completed as follows:

- (1) The appraisal of one-third (1/3) of the parcels shall be completed before ~~October~~ **August** 1 of the year in which the group's reassessment under the county reassessment plan begins.
- (2) The appraisal of two-thirds (2/3) of the parcels shall be completed before ~~January~~ **November** 1 of the year ~~following the year~~ in which the group's reassessment under the county reassessment plan begins.
- (3) The appraisal of all the parcels shall be completed before ~~March~~ **January** 1 of the year following the year in which the group's reassessment under the county reassessment plan begins.
- (b) If a county assessor employs a professional appraiser or a professional appraisal firm to make real property appraisals of a group of parcels under a county's reassessment plan, the professional appraiser or appraisal firm must file appraisal reports with the county assessor by the dates set forth in subsection (a).

IC 6-1.1-4-31

Department of local government finance check of local assessment activities; state conducted activities; payment of bills for services; determinations by county commissioners or city-county council

Sec. 31. (a) The department of local government finance shall periodically check the conduct of:

- (1) a general reassessment under section 4 of this chapter;
- (2) a reassessment of a group of parcels under a county's reassessment plan prepared under section 4.2 of this chapter;
- (3) work required to be performed by local officials under 50 IAC 21; and
- (4) other property assessment activities in the county, as determined by the department.

The department of local government finance may inform township assessors (if any), county assessors, and the presidents of county councils in writing if its check reveals that the general reassessment, the reassessment of a group of parcels under a county's reassessment plan prepared under section 4.2 of this chapter, or other property assessment activities are not being properly conducted, work required to be performed by local officials under 50 IAC 21 is not being properly conducted, or property assessments are not being properly made.

- (b) The failure of the department of local government finance to inform local officials under subsection (a) shall not be construed as an indication by the department that:

- (1) the general reassessment under section 4 of this chapter, a reassessment of a group of parcels under a county's reassessment plan prepared under section 4.2 of this chapter, or other property assessment activities are being properly conducted;
 - (2) work required to be performed by local officials under 50 IAC 21 is being properly conducted; or
 - (3) property assessments are being properly made.
- (c) If the department of local government finance:
 - (1) determines under subsection (a) that a general reassessment under section 4 of this chapter, a reassessment of a group of parcels under a county's reassessment plan prepared under section 4.2 of this chapter, or other assessment activities are not being properly conducted; and
 - (2) informs:
 - (A) the township assessor (if any) of each affected township;
 - (B) the county assessor; and
 - (C) the president of the county council; in writing under subsection (a); the department may order a state conducted assessment or reassessment under section 31.5 of this chapter to begin not less than sixty (60) days after the date of the notice under subdivision (2).
- (d) If the department of local government finance:
 - (1) determines under subsection (a) that work required to be performed by local officials under 50 IAC 21 is not being properly conducted; and
 - (2) informs:
 - (A) the township assessor of each affected township (if any);
 - (B) the county assessor; and
 - (C) the president of the county council; in writing under subsection (a);

the department may conduct the work or contract to have the work conducted to begin not less than sixty (60) days after the date of the notice under subdivision (2). If the department determines during the period between the date of the notice under subdivision (2) and the proposed date for beginning the work or having the work conducted that work required to be performed by local officials under 50 IAC 21 is being properly conducted, the department may rescind the order.
- (e) If the department of local government finance contracts to have work conducted under subsection (d), the department shall forward the bill for the services to the county and the county shall pay the bill under the same procedures that apply to county payments of bills for assessment or reassessment services under section 31.5 of this chapter.
- (f) A county council president who is informed by the department of local government finance under subsection (a) shall provide the information to the board of county commissioners. A board of county commissioners that receives information under this subsection may adopt an ordinance to do either or both of the following:
 - (1) Determine that:
 - (A) the information indicates that the county assessor has failed to perform adequately the duties of county assessor; and
 - (B) by that failure the county assessor forfeits the office of county assessor and is subject to removal from office by an information filed under IC 34-17-2-1(b).
 - (2) Determine that:

- (A) the information indicates that one (1) or more township assessors in the county have failed to perform adequately the duties of township assessor; and
 - (B) by that failure the township assessor or township assessors forfeit the office of township assessor and are subject to removal from office by an information filed under IC 34-17-2-1(b).
- (g) A city-county council that is informed by the department of local government finance under subsection (a) may adopt an ordinance making the determination or determinations referred to in subsection (f).

As added by P.L.14-1983, SEC.2. Amended by P.L.90-2002, SEC.44; P.L.228-2005, SEC.11; P.L.146-2008, SEC.81; P.L.113-2010, SEC.17; P.L.112-2012, SEC.21.

Please contact Barry Wood, the Assessment Division Director, at 317.232.3762 or Bwood@dlgf.in.gov, or your field representative, if you have any further questions. A list of field representatives, counties, and contact information is available at http://www.in.gov/dlgf/files/Field_Rep_Map_-_Assessment.pdf.